Employee Training Plan

(Hazardous Materials Business Plan Module)

Authority Cited: H&SC, Section 25504(c); 22 CCR, Section 66265.16

All facilities that handle hazardous materials must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. If you already have a training plan, you are not required to complete the blank plan, below, but you must include a copy of your existing plan as part of your HMBP.

Check all boxes that apply. [Note: Items marked with an asterisk (*) are required.]:

1. **Personnel** are trained in the following procedures:

| Internal alarm/notification * | |
|--|--------------------------|
| Evacuation/re-entry procedures & assembly point locations* | |
| Emergency incident reporting | |
| External emergency response organization notification | |
| Location(s) and contents of Emergency Response/Contingency Plan | |
| Facility evacuation drills, which are conducted at least (specify) | (e.g. "Quarterly", etc.) |

2. **Chemical Handlers** are additionally trained in the following:

| Safe methods for handling and storage of hazardous materials * | |
|--|---------------------------|
| Location(s) and proper use of fire and spill control equipment | |
| Spill procedures/emergency procedures | |
| Proper use of personal protective equipment * | |
| Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i. absorption) * | e. inhalation, ingestion, |
| Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific container accumulation time requirements, labeling requirements, storage area inspection red | |
| requirements, etc.) * | quirements, manifesting |

3. Emergency Response Team Members are capable of and engaged in the following:

| Personnel rescue procedures |
|--|
| Shutdown of operations |
| Liaison with responding agencies |
| Use, maintenance, and replacement of emergency response equipment |
| Refresher training, which is provided at least annually * |
| Emergency response drills, which are conducted at least (specify) (e.g. "Quarterly", etc.) |